

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Record Security	
Policy Number: MRP 03	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 3

PURPOSE: To assure medical records are properly retained and preserved in a safe secure environment.

POLICY: It is the responsibility of this facility to protect patient records against loss, unauthorized alteration, or unauthorized disclosure of information. Records will be protected to the best of our ability in the event of a disaster such as fire, water damage or other hazard. We shall provide adequate facilities for the storage, processing and handling of patient records, including suitability locked and secured rooms and files.

PROCEDURE:

- I. All patient records are stored in a brick building in rooms that are either plaster or cinder block with fire doors that separated the areas where records are kept from other areas within the facility.
 - A. In the event of a disaster requiring evacuation of the building it is important to remove the Inpatient Index. The inpatient index identifies all patients currently in treatment and is updated on a daily basis. The medical record supervisor, if available, or other staff member in charge or their designee will direct a staff member to remove the inpatient index to a safe place outside the facility. The index will assure that all patients are accounted for.
 - B. The admission/discharge ledger will also be removed from the facility. This ledger is kept at the second floor nurse's station. It will be removed from the building by a nursing staff member and kept in that person's possession until it can be transferred to the staff member who has the inpatient index, who will be responsible to transfer both items to the evacuation site and assure they are given to the supervisor in charge.
 - C. In the event of a disaster the medical records of inpatients should be moved to a safe area as time permits. If records are removed from the building the person in charge of the inpatient index

and admission/discharge ledger will be responsible for the records.

D. The next most important item to be removed from the facility is the master patient index. The master patient index is a vital tool for the facility as it is a record of all-previous patient admissions and case numbers. The person assigned to be in charge of the above records will also be responsible for this.

E. If retired records are in danger of being destroyed they will be removed from the facility if possible. This task will be completed in an orderly fashion as safety issues and time allows.

II. To protect records against unauthorized alteration, unauthorized disclosure and loss specific guidelines will be followed.

A. Professional staff has access to files to accomplish their work assignments upon request. In rare instances when the record must be removed from the medical record area it is required that the staff member sign it out. Records are to be returned to the department by the end of the workday.

1. Employees, other than professional staff, must have written authorization from their supervisor.

B. Only authorized people are allowed the Medical Record Department after working hours; physician, Administrator, Chemical Dependency Supervisor, Administrator of nurses and medical record administrator. Housekeeping staff has access to the department, but at no time are they to have contact with patient records.

C. When the record complete at the time of discharge record analysis each page in the medical record will be stamped with a MCDC CLOSED stamp after the last entry on the page.

D. Chart audits are completed by the Medical Records Supervisor and the Chemical Dependency Supervisor.

E. Records or portions of records will be released only after a specific written release has been received. Only medical records personnel will copy and fax or mail requested information.

F. Prior to destroying any medical record it is necessary to submit a Records Disposal Request form to the state records committee. The following signatures that must be secured on the form are Legislative Auditor, Attorney General, and Administrator of the Historical Society, Administrator of the Dept. Of Administration and the Secretary of State.

1. It is a state requirement that the instructions from the state records committee must be followed explicitly.

Revisions: _____

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